

Pre-submittal checklist for proposed Encroachment(s)

GENERAL PLAN INFORMATION

- Show location of encroachment and dimension in the right-of-way?
- Dimension & show the existing street and right-of-way widths for the abutting street(s).
- Will there be a sight distance obstruction with the encroachment?
- Specify if encroachment is above or below ground
- Provide any details and installation standards and method for requested encroachment
- Provide Materials and specifications
- Is the location of the encroachment on a City or NCDOT maintained street?
- Is there an active or proposed Capital Improvement Project in the area?

TELECOM INSTALLATION - TOWERS/STRUCTURES/POLES/ANTENNAS

- Is the installation above ground or below ground?
- Can antennas be co-located on an existing pole (i.e. power, street light, etc.)?
- Can applicant have written permission to co-locate on an existing pole (i.e. power, street light, etc.)?
- Is antenna to be placed or installed on an existing or new wood or metal pole?
- Are the existing poles in the vicinity wooden or metal?
- Does the installation of the structure meet the clear zone recovery specifications?
- Are there existing trees and vegetation in the vicinity of the structure?
- What is the overall height and diameter of the structure?
- Is structure placed in front of a residence or a business?
- Is the installation of the structure on a property line or corner?
- Is there existing/proposed sidewalk in the vicinity of the area of installation?
- Are there any existing known utilities in the general area?

RETAINING WALLS

- Is the retaining wall over four (4) feet in height?
- What material will be used to construct the retaining wall?

STREETSCAPE (AREA BETWEEN CURB AND GUTTER AND PROPERTY LINE)

- The City of Raleigh will not permit any material that is loose aggregate and/or stone;
- Walking surface material must be concrete, brick, or a material that is held together in place and does not present a slipping or tripping hazard;
- No parking areas will be permitted or legalized;
- Trees must be pruned between 2 feet and 8 feet to allow for sight distance;
- Shrubs or any plantings cannot exceed 2 feet in height to allow for sight distance;

POLE BANNERS

Locations

- The areas allowed include the general downtown area and the Hillsborough Street Corridor from downtown Raleigh to Blue Ridge Road;
- Additional areas are boundaries of a Business Improvement District (as defined by City Planning) along Major Streets and Avenues;

Brackets

- Brackets must have an arm length of 30" to 34" (to support 30" wide banner). The bracket clamp must be able to be installed, removed or adjusted with normal hand tools. The proposed mounting system must include a double arm bracket securing the proposed banner at the top and bottom. The mounting system must be safe for the public and must in no way weaken or alter the physical characteristics of the utility pole;
- The lower bracket arm shall be placed no lower than 9 feet above ground level and must maintain vehicular clearances as required by City DOT. The strap of the bracket may **not** be placed around any electrical conduits that may run along the outside of the pole;
- Only one set of brackets, (allowing one banner) is allowed per utility pole;
- The applicant shall assume all costs of purchasing and installing new brackets on approved poles. Upon installation, the City shall accept ownership of the bracket and hardware. A detail of a bracket must be supplied for approval as part of the application.

Banner Size, Material requirements

- Banners must be a maximum of 30" wide and between 60" (5ft) and 96" (8ft) high including a 2" diameter sewn loop at both the top and bottom of each banner;
- Banners must be made of materials and weights that meet commonly accepted industry standards, including but not limited to vinyl, nylon and canvas. A sample of the proposed banner material sample must be supplied for approval as part of the application;
- A brass grommet for securing the banner to the utility pole bracket fastener is to be supplied approximately 1" from the edge on one side at both the top and bottom of each banner;
- Any banners in disrepair or poor condition must be removed by the applicant as requested.

Message/Graphic Content

- The applicant must provide a full-scale mockup of the banner in the proposed colors, including the proposed message, name of event, and date of event;
- Corporate logos, trademarks or any other commercial messages are not permitted within the City right-of-way;
- The Banner may be used only be for non-commercial public events and must be readable on both sides;

- Identity Program Banners may be used for purposes of providing identity to downtown along entryways into downtown, to identify public parking facilities, and unique downtown districts.